



DEPARTMENT OF THE ARMY
HEADQUARTERS, 26TH AREA SUPPORT GROUP
UNIT 29237
APO AE 09102-9237

AEUSG-DRM-B

15 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 26th ASG Policy Memorandum 33, Program Budget Advisory Committee

1. Reference DFAS-IN-37-1, Finance and Accounting Policy Implementation.
2. This memorandum establishes command policy defining the composition, mission, and operating procedures for the 26th Area Support Group (ASG) Program Budget Advisory Committee (PBAC).
3. Procedures: The PBAC is a 26th ASG staff committee which reviews and makes recommendations to the on issues related to Planning, Programming, Budget and Execution System (PBBES).
 - a. The Director of Resource Management (DRM) serves as the Financial Management advisor to the Command and the ASG.
 - b. The DRM will coordinate the ASG PBAC agenda, develop read-ahead packages depicting current status of funds by BSB and Program Director (PAD), and will provide minutes of the PBAC meetings to PBAC members. DRM will present program execution inconsistencies and recommends courses of action to the ASG PBAC.
 - c. Designated staff members are assigned program budget responsibilities.
4. PBAC membership consists of the following: DPW; PMO; S-1; Chaplain; S2/3; S4, and DRM.
5. The Chief of Staff will chair PBAC meetings.
 - a. The designated staff members will consolidate impacts and trade-offs for the BSB'S and the ASG. They will present a command position on issues related to assigned programs.
 - b. Members will appoint alternates to act in their absence. They will have full authority to participate in the decision process.
 - c. Representatives from all ASG level activities are encouraged to attend PBAC meetings to justify unusual or critical requirements.

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d. The Chief, DRM Budget Division or designated representative is responsible for recording PBAC meetings.

6. Responsibilities: The PBAC will:

a. Hold meetings as necessary, at the request of members or at the direction of the commander. Meetings will normally be scheduled at least quarterly.

b. Interpret and modify planning, programming, budgeting and manpower guidance.

c. Develop a coordinated 26th ASG staff position on major resource issues, recommend action, alternatives and trade-offs to the chair.

d. Review and provide recommendations during development of the 26th ASG Command Budget, Obligation Plans, Integrated Priority Lists, and related resource management documents.

e. Review status of Budget Execution for deviations from the ASG budget and obligation plan, and recommend program adjustments and reallocation of resources.

f. Present, defend and prioritize URR'S, which will be submitted for DRM prior to PBAC in the format required at that time.

g. Submit PBAC minutes, recommendations, and prioritized URR'S to the 26th ASG Commander for approval. The 26th SG Commander will convene a select committee (SELCOM) with the BSB Commanders to finalize and approve the ASG PBAC'S recommendations. ASG Staff members, whose programs are materially affected by the ASG PBAC recommendations, may be invited to advise the Commander or the SELCOM in the approval process.

7. The Proponent for this memorandum is the 26th ASG DRM, DSN 373-1410.

/s/

ROBERT C. RUSH, JR
Colonel, IN
Commanding

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